New York State | Office of Children and Family Services

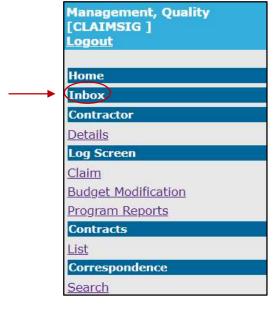# Contract Management System
Viewing the Status of a Claim for Payment

Follow the steps below to view the payment status of a submitted claim in the Contract Management System (CMS).

STEP	DISPLAY
1. Log into CMS with the correct user role. *Note: If you have questions regarding the appropriate user role required, please contact your OCFS program manager.*	
2. Select "Inbox" from the main menu.	

3. From the "CMS Inbox", select "EXPEN" from the "Task" column.

Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
EXPEN	C028219	Administrative Services	With Contractor	Management, Quality [CONUSER]	Pending	0
EXPEN	C028219	Administrative Services	With Contractor	Management, Quality [CONUSER]	Pending	0
EXPEN	C028235	Admin. Software	With Contractor	Management, Quality [CONUSER]	Pending	0
EXPEN	C028235	Admin. Software	With Contractor	Management, Quality [CONUSER]	Pending	0
EXPEN	C028223	92 - 93 PSI	With Contractor	Management, Quality [CONUSER]	Pending	0
EXPEN	C028262	Advantage After School	With Contractor	Management, Quality [CONUSER]	Pending	0
EXPEN	C028262	Advantage After School	With Contractor	Management, Quality [CONUSER]	Pending	5
EXPEN	C028262	Advantage After School	With Contractor	Management, Quality [CONUSER]	Pending	5
PROGREP	C028219	Administrative Services	Package To Contractor For Signature	Management, Quality [CONSIG]	Pending	0
PROGREP	C028219	Administrative Services	With Contractor	Management, Quality [CONUSER]	Pending	0
RENEW	C028224	Administrative Services	With Contractor	Management, Quality [CONUSER]	Pending	0

1 2

4. On the "Expenditure Report" screen, locate the "Expenditure Schedule" tab.

The "Review Stage" column indicates the status of the submitted claim.

Contract Details

Contract #	C028262	Date Received	
Contractor	WOODCHUCK LODGE		
Contract Period	10/1/2019 To 10/19/2025	Contract Amount	$10,000.00

Expenditure Details

Expenditure Report Period	11/01/2019	To	10/19/2025
Ref/Invoice #	C028262	Final Expenditure Report	☐
Expenditure Status	Pending	Waive Withhold	☐

Expenditure Schedule | Schedule History | Expenditure Edits | Withhold/Claim Notes
Info Requested History

Review Stage	Role	Start Date	End Date	Scheduled Days	Actual Days	Processed By
With Contractor	CONUSER	2/14/2023		5		
Package To Contractor For Signature	CLAIMSIG			5		
BCM1	BCM			10		
BCM2	BCMADMIN			10		
PaymentCalc	BCM			5		
PaymentCoding	BCM			5		

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